INVOICE

[Name]

[Address]

INVOICE # [insert unique invoice number i.e. 20250501-1]

# DATE: [insert invoice date]

TO FOR HTE

Tendersmith Ltd P.O. # Scott

75 Grenville Drive,

Cambuslang, Glasgow G72 8DW.

|  |  |
| --- | --- |
| Description | Amount |
| 15 hrs assisting with [insert description of works] from 01/05/2025 to 31/05/2025 @ £18 per hour. | £270.00 |
| Total | £270.00 |

All payment to be made by bank transfer in pounds sterling to:

Account Name: [insert account name]

Account Number: [insert account number]

Sort-code: [insert sort code]

If you have any questions concerning this invoice, contact [insert name[| Tel (44) [insert phone number]| Email: [insert email]

THANK YOU FOR YOUR BUSINESS!